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**U.S. DEPARTMENT OF COMMERCE  
U.S. CENSUS BUREAU  
Recruiting Bulletin**

**REVISED 4/27/2009**

**ISSUE DATE:** MARCH 2, 2009  
**CLOSING DATE:** OPEN UNTIL FILLED

Recruiting Bulletin No. **09-25-006**  
Chicago Regional Office

**POSITION:** FIELD REPRESENTATIVE (Crew Leader)  
**SERIES, GRADE, SALARY:** GG-0303-Grade 05  
**PROMOTION POTENTIAL:** NONE  
**SALARY RANGE-** \$14.74-\$16.12

**THIS IS A TEMPORARY EXCEPTED SERVICE APPOINTMENT NOT TO EXCEED 09/30/09.**

**WHO MAY APPLY:** Current Census Bureau Employees in the Excepted Service. However, applicants must reside in one of the areas listed in Area of Consideration below to be considered:

**STATE OF ILLINOIS**

**AREA OF CONSIDERATION: APPLICANTS WILL BE CONSIDERED THAT RESIDE WITHIN SPECIFIC GEOGRAPHIC AREAS WITHIN SPECIFIC SURVEY INTERVIEWING BOUNDARIES (SIB) LISTED BELOW:**

- 1 POSITION-SIB2513, 2514, & 2517
- 1 POSITION-SIB2515 & 2519
- 1 POSITION-SIB2516 & 2518
- 1 POSITION-SIB2520 & 2555
- 1 POSITION-SIB2521 & 2523
- 1 POSITION- SIB2524 & 2530
- 1 POSITION-SIB2525 & 2522
- 1 POSITION-SIB 2526 & 2553
- 1 POSITION-SIB2527 & 2532
- 1 POSITION-SIB2528
- 1 POSITION-SIB2529 & 2552

**STATE OF INDIANA**

- 1 POSITION-SIB2533 & 2540
- 1 POSITION-SIB2534 & 2539
- 1 POSITION-SIB2535 & 2541
- 1 POSITION-SIB2538
- 1 POSITION-SIB 2536 & 2542

**STATE OF WISCONSIN**

- 1 POSITION-SIB2543 & 2546
- 1 POSITION-SIB2545 & 2550
- 1 POSITION-SIB2547 & 2548
- 1 POSITION-SIB 2549 & 2551
- 1 POSITION-SIB2554

**JOB LOCATION:** Jobs are located within the areas or counties listed above. Duty location is your home. Applicants will be considered for vacancies in their immediate area within the areas listed above.

**DUTIES:** Provides coordination and direction to 8-10 field staff engaged in data collection for one of the Census Bureau's one time, nonrecurring survey programs. Conducts group training sessions using verbatim training. Reviews work to be certain field staff are adequately trained. Conducts quality control work as required to assure

accuracy of the survey. Reviews progress reports and completed work to ensure that each employee is performing at acceptable levels of quality and production. Makes progress reports, at prescribed periods, to supervisor detailing progress made in the assigned area. May do observations and reinterviews, carry out regular and emergency interviewing assignments. Interview households at selected addresses. Ask prescribed questions from survey interviewing instrument. Interviews are conducted in person and by telephone. Laptop computers are used for recording interview responses. Conducts interviews with reluctant or refusal households as requested. The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

**WORK SCHEDULE:** The incumbent of this position is covered by the mixed-tour work schedule. Based on the Regional Office workload the number of hours scheduled per week could range up to 40 hours. If the candidate selected for this position is not already serving under a mixed-tour work schedule he/she must sign an Excepted Service Mixed-Tour Agreement prior to appointment. Must be available to work flexible hours to accommodate afternoon, evening and weekend work.

**QUALIFICATIONS:** Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

**Grade-05: 1 Year Specialized Experience OR 4 Years of Education Above High School**

Specialized Experience is: One year of specialized experience equivalent to the grade 4 level in the Federal service which demonstrates the ability to: (1) gather, assemble, and edit data; (2) interview respondents to gather and obtain data; (3) operate personal computer to create, edit, print, and retrieve documents.

**In addition, applicants must meet all time-in-grade requirements.** Time-in-grade requirements require that applicants have one year time-in-grade at the Grade 4 level before being eligible for promotion to the Grade 5 level.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience.

**HOW TO APPLY:** Each applicant must submit an Optional Application of Federal Employment (OF-612) or a resume. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for this position.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Country of Citizenship (This job requires U.S. Citizenship)
- **Paid and non-paid work experience related to the position.** For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

All applications for this position must be mailed to the following address:

**Bureau of the Census  
1111 W. 22<sup>nd</sup> St., Suite 400  
Oak Brook, IL 60523  
ATTN: Kathy Yendrek**

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY  
EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.